



Anishnawbe Health Foundation

Anishnawbe Health Foundation and Anishnawbe Health Toronto are seeking the services of an Event Planning Company to work with the Anishnawbe Health Toronto Grand Opening Committee to organize two days of events celebrating the launch of the new Indigenous healthcare center in Toronto this coming September.

Event Context and Goals

The AHT Grand Opening aims to commemorate our new facility while acknowledging the invaluable support of partners, champions, and donors. It serves as an opportunity to showcase AHT's pivotal role in enhancing health outcomes and addressing wellness barriers, particularly in anticipation of the National Day for Truth and Reconciliation. Moreover, the event intends to introduce the building to Indigenous communities and neighbors, providing educational insights into Traditional Health and medicines, and emphasizing the significance of accessible healthcare. Our objectives include increasing utilization of the health center and awareness of available services, enhancing donations crucial for our mission, and showcasing our dedication to supporting Indigenous businesses through procurement initiatives.

Event Dates/Times

September 25 and September 26, 2024 at the new home for AHT (425 Cherry Street in Toronto)

Component Format

September 25, 2024 (Day 1)

11:30–2:00 pm

Reception and Light Luncheon

A reception and light luncheon (food stations) for AHT staff, political funders, project champions, project partners, major donors and supporters. Maximum attendance of 170.



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4:30 – 8:00 p.m.

Community Feast

Community celebration buffet dinner for clients and Indigenous community members. Maximum attendance of 170 (or two seating of 170).

September 26, 2024 (Day 2):

Neighbourhood Open House 3pm to 7pm

An open house promoted to the neighbourhood surrounding the centre with Traditional performances, storytelling sessions, tours of the first floor and Indigenous Peoples landscape area, health promotion tables, and light refreshments.

Event Management Company Roles and Responsibilities

Working with an event committee, the event manager is tasked with managing the planning, logistics, coordination and execution of the three event components, on time and on budget, including:

- Develop and manage event space plan ensuring participant safety and accessibility
- Book and liaise with event caterers, including arranging for all necessary event rentals (linens, dishes, etc)
- Book and liaise with A/V company
- Book and liaise with photography and videographers.
- Work with Elders, Healers, drummers and traditional dancers involved with the events.
- Develop run of show minute by minutes for all events and manage execution on the days of the events
- Develop and produce any event day-of signage/powerpoint slides
- Research options for giveaways (commemorative event item or items) for the event for presentation to the committee for decision; manage production/delivery of items



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Please submit your itemized quotation to foundation@ahf.ca by July 31, 2024 at 3p.m. Your quotation should include a description of your company and/or key personnel bio including reference to your experience of managing events with Indigenous companies or organizations and/or for Indigenous community groups; and three references who can speak to your work in organizing and managing events.

Thank you for your interest and we look forward to receiving your proposal. All responses will be reviewed and evaluated based on:

- completeness of RFQ submission;
- experience of team;
- references; and
- cost.

Preference will be given to Indigenous owned or managed companies who meet the qualifications for the project.

Our aim is to make a final decision on a supplier by August 9, 2024

This Request for Quotation (RFQ) is issued by the Anishnawbe Health Foundation and Anishnawbe Health Toronto.